

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3651 **TITLE:** MENTAL HEALTH DIVISION DIRECTOR **GRADE:** S-32

DEFINITION:

Under administrative direction, administers a major mental health service area, and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Mental Health Division Director differs from the Mental Health Manager in that the Mental Health Division Director administers a major mental health service area, whereas the Mental Health Manager administers a direct service therapeutic program(s) within a major service area or functions as a second-level administrator of an agency-wide support function.

ILLUSTRATIVE DUTIES:

Plans, administers, directs and implements various programs of the assigned service area;
Assures integration of program functions across similar program areas within the Mental Health system;
Provides consultation to the leadership of the Community Services Board;
Provides liaison with county, regional, and state agencies; governing boards; and advisory committees;
Develops cooperative relationships with community groups and agencies;
Establishes policies and procedures to enhance treatment effectiveness and efficiency;
Disseminates, clarifies, and interprets policies and procedures;
Conducts mental health program utilization and quality reviews;
Assures programs meet all agency and state goals and objectives, as well as compliance with all applicable licensing and funding mandates, standards, and regulations;
Develops and monitors budget for the assigned service area;
Authorizes and reviews program expenditures, identifies potential budget shortfalls, and writes consideration item proposals as requested for program expansion and enhancement;
Evaluates programs to ensure effective and efficient service delivery and develops plans to address identified gaps in services;
Oversees clinical services for quality and effectiveness;
Provides clinical consultation and organizational guidance for high-risk cases;
Supervises and directs the administrative support functions at an assigned facility.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of the principles, theories, and methods of the psychological and social development of the individual;
Thorough knowledge of intake procedures and interviewing techniques;
Knowledge of current treatment/care philosophies and programs in the field of mental health;
Knowledge of psychiatric, psychological and/or sociological terminology and concepts;
Knowledge of federal, state, and local human services agencies and the services they provide;

Knowledge of principles and practices of public administration, including personnel, budgeting, accounting, and management analysis, and ability to apply them in overseeing a variety of services;

Skill in solving problems and resolving conflicts;

Ability to develop and implement departmental goals and objectives;

Ability to interpret the impact of physical and psychotropic medication on clients;

Ability to compile and analyze data and draw sound conclusions;

Ability to develop and evaluate programs;

Ability to manage the work of a large staff through subordinate supervisors;

Ability to develop and maintain effective working relationships with subordinates, co-workers, county officials, public and private sector organizations, community groups and the general public;

Ability to communicate effectively, both orally and in writing.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:

Graduation from an accredited college or university with a master's degree in psychology, social work, nursing or a related field; PLUS

Six years of related clinical and administrative experience; OR

Graduation from an accredited college or university with a doctoral degree in psychology, social work, or a related field; PLUS

Three years of related clinical and administrative experience.

CERTIFICATES AND LICENSES:

Contingent upon area of assignment, some positions within this class will require a possession of a current license to practice as a Registered Nurse in the Commonwealth of Virginia or a multi-state licensure privilege to practice as a Registered Nurse in Virginia, PLUS licensure with the Virginia Board of Nursing as a Clinical Nurse Specialist and/or Nurse Practitioner.

NECESSARY SPECIAL REQUIREMENTS:

Criminal background record check;

TB screening upon hire and annually thereafter.

Contingent upon area of assignment, some positions within this class will require a National Provider Identifier.

REVISED: July 15, 2009

REGRADED: July 1, 2007

REVISED: January 2, 2007

REGRADED: July 8, 2006

REISSUED WITHOUT CHANGE: July 18, 2000

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